



EXAMINATION OPEN TO THE PUBLIC

BUILDING CONSTRUCTION SPECIALIST 2

ANNUAL \$56,519  
SALARY: \$74,102

SALARY  
GROUP: ET 24

APPLICATION CLOSING  
DATE: JANUARY 22, 2013

EXAM  
NO: 130030OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a state agency this class is accountable for acting as a working lead and/or performing the most complex tasks in field inspections and related activities for building construction and maintenance projects.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JANUARY 22, 2013**:

**GENERAL EXPERIENCE:** Six years of experience with construction projects involving all building trades (e.g. plumbing, heating, electrical) OR as a Municipal Building Official.

**SUBSTITUTIONS ALLOWED:** (1) Certification as a Municipal Building Official may be substituted for four years of the General Experience. (2) Certification as an Assistant Municipal Building Official may be substituted for three years of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Department of Emergency Services and Public Protection (Office of State Building Inspector): Incumbents in this class may be required to be licensed as one of the following at the time of appointment: assistant building official, building official, construction inspector, electrical inspector, heating and cooling inspector, mechanical inspector, plumbing inspector. (2) Incumbents in this class may be required to travel.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some risk of injury or physical harm from construction site environments and some discomfort from year round weather conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of methods, materials and equipment used in building design and construction; considerable knowledge of zoning and building codes; knowledge of major trades areas relative to building construction and maintenance; interpersonal skills; oral and written communication skills; considerable ability to read and interpret building plans and specifications; considerable ability to inspect and supervise construction work for conformance with plans and specifications; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<b>PART</b>	<b>WEIGHT</b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:** (1) Completed Application Form (CT-HR-12)  
(2) Supplemental Examination Materials (see instructions below)

**In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below.** Applicants who do not submit the required application and examination supplemental materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Building Construction Specialist 2, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Building Construction Specialist 2 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience inspecting and supervising construction work for compliance with plans and specifications. Describe your specific experience inspecting construction and/or building rehabilitation or improvement projects for compliance with building codes and regulations. Describe your specific experience regarding the resources that were used to ensure code compliance, and resolving construction problems. Detail the size and scope of the building projects, your specific responsibilities and the role you played (i.e., supervisor/project leader, independent professional, project team member, project assistant). Also include information regarding the trades you have experience in (e.g. plumbing, heating, electrical). (2) Interpersonal/oral and written communication experience. Describe your experience meeting and consulting with architects, engineers, contractors and appropriate state and local authorities involved in construction, alteration and design projects. Detail your experience writing and preparing technical plans and reports, documents, contracts and other correspondence. Detail your experience preparing presentations concerning projects and providing information concerning the technical issues of construction projects. Detail your experience resolving problems/conflicts with architects, engineers, building officials etc. and how you resolved these issues. Also, describe your experience as a technical advisor (briefly explain the problems on which you consulted). (3) Lead/supervisory experience. Indicate your responsibilities in overseeing tasks and assignments, providing staff training, scheduling, reviewing and assigning work, conducting performance evaluations and addressing personnel issues. Be specific as to whether you performed full supervisory functions or led others, and include the number and titles of staff involved. Include any project management experience, including serving as project or team leader or overseeing the work of contracted employees or consultants. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 22, 2013.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by March 5, 2013.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Center.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.